

NOTICE OF PUBLIC MEETING

PUENTE Charter School

The Board of Directors of PUENTE Learning Center will be conducting a
public public teleconference meeting on:

Wednesday, December 6 2023
3:00 p.m.

Join Zoom Meeting
puente-org.zoom.us
Meeting ID: 849 5589 4295

Any person who wishes to address the Board of Directors is welcomed to
attend. No prior notification of your attendance is necessary.

If you require accommodations in order to attend this meeting can call Jerome
Greening at 323.780.0076 or email at jerome@puente.org. for assistance

It is hereby noted that the agenda for this meeting of the PUENTE Governing
Board has been posted at the following location(s):

- www.puente.org
- PUENTE Charter School, 501 S. Boyle Ave., Los Angeles, CA 90033
main doors and parent board



PUENTE Learning Center

PUENTE Charter School Board of Directors Meeting Agenda

Wednesday, December 6, 2023

3 pm

501 S. Boyle Avenue, Los Angeles, CA 90033

Join Zoom Meeting

<https://puente-org.zoom.us/j/84955894295>

Meeting ID: 849 5589 4295

Teleconference locations:

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Notice is hereby given that the PUENTE Learning Center Board of Directors of PUENTE Charter School will hold a public meeting at the above-referenced time and locations. The purpose of the meeting is to discuss and take action on the following agenda. The agenda shall provide an opportunity for members of the public to address the board directly at each location. (GOV CODE: 54954.3).

If you require special accommodations in order to attend this meeting, please call Jerome Greening at (323) 780 – 0076 or e-mail at jerome@puente.org.

Agendas for all regular board meetings are posted at least 72 hours prior to the meeting, and agendas for all special board meetings are posted at least 24 hours prior to the meeting at the entrances of the PUENTE facility and on the Parent Board at PUENTE Charter School, teleconference locations, and on www.puente.org. (GOV CODE: 54954.2. 54956)

Agenda Item	Proposed Action	Attachments	Who	
1. Call to Order and Roll Call to Establish Quorum	Roll Call	Board Roster	Board Chair, Chun Wong	
2. Minutes – September 20, 2023	Approval	Minutes		
3. Public Comment				
Members of the public are welcome to address the PUENTE Charter School Board directly at a regular meeting to address any item of interest, or on the agenda and at a special meeting to address any item on the agenda, before or during the consideration of the item. Comments will be limited to three minutes. (GOV CODE: 54954.3) No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of GOV CODE Section 54954.2.				
4. Operations & Programs i. Operations Update Operational updates including LCFF priorities ii. Compliance Monitoring Form 2023-2024 Charter public school’s compliance with applicable legal, charter, and policy requirements.	Informational 			

5. Finance Report i. Charter Financials as of September 30, 2023 ii. Charter 1st Interim Report as of October 31, 2023 iii.. FY23 Audit Report	 			



PUENTE Learning Center
501 S. Boyle Avenue, Los Angeles, CA 90033
CHARTER BOARD MEETING MINUTES
September 20, 2023
3:00 pm

<https://puente-org.zoom.us/j/89910977995>
Meeting ID: 899 1097 7995

The PUENTE Charter School board meeting was conducted via Zoom on Wednesday, September 20, 2023 at 3:00 pm.

Board Members in Attendance: Chun Wong, Tyler Sutherland, Oscar Cabrales and Lara Lightbody

Board Members not in Attendance: Jocelyn Rosenwald and Scott Williams

PUENTE Staff in Attendance: Jerome Greening, Brenda Meza, Dominic Armendariz, Angelica Castro, Matt Wells, Michele Wolfe, and Isabel Ocampo

Guests from the Los Angeles Unified School District Charter Schools Division, Fabiola Garcia De Alba and Helena Han were in attendance as observers

Call to Order

Chun Wong called the meeting to order at 3:08 pm. A quorum was established.

Roll Call

Board Chair Chun Wong conducted a roll call for Board Members. Present were: Chair, Chun Wong, Tyler Sutherland, Oscar Cabrales and Lara Lightbody.

Absent: Jocelyn Rosenwald, Scott Williams

Approval of Board Meeting Minutes from June 28, 2023

Motion: A motion was duly made by Tyler Sutherland and seconded by Oscar Cabrales to approve the June 28, 2023 minutes. The board moved to accept the minutes as written. Wong, "yes"; Sutherland, "yes"; Cabrales "yes"; Lightbody, "yes"

Board Chair Chun Wong, welcomes Mr. Scott Williams to the PUENTE Charter School board.

Public Comment

Chun invited anyone present who wished to make public comments to do so. There were none.



Principal, Brenda Meza, presented the Operations & Programs update to the board.

Data Dashboard and School Operations

Ms. Meza shared the total number of students currently attending PUENTE Charter School and their ethnicities. PUENTE Charter School has a total of 297 students and it continues serving students from TK to 5th grade. Out of 297 PUENTE Charter School students, 30% are English Language Learners (ELLs) and 11% of students are in special education. A total of 288 students are Hispanic; 3 are African American; 2 are White and 4 are Other. PUENTE Charter has a total of 147 male and 145 female students.

State Local Control Funding Formula Priorities

Ms. Meza shared the PUENTE Charter School is currently on its third year, with the PUENTE Local Control and Accountability Plan and its three goals.

Goal #1 Credentialed teachers: Four years ago in 2019, the elementary school had a total of 13 staff members. This new academic year the elementary school has a total of 40 staff members.

Goal #2 Access to Common Core State Standards: This academic school year, the elementary school will implement a new math and updated phonics curriculum and a new P.E Coach.

Goal #3 Promotion of Parent Involvement: PUENTE Charter Schools continues to offer monthly community workshops; coffee with the principal; family nights and student led conferences. This year the elementary school is adding coffee with the counselor, a school counselor is onsite five days a week and meetings will be in person. Students will also be participating in the Boyle Heights 5K run on October 21, 2023.

Pupil Achievement:

Ms. Meza provided a snapshot of PUENTE Charter and its academic performance in comparison to the State. The information is available to the public via the California School Dashboard. The State's performance for English Language Arts and Mathematics is low. The English Learner Progress is medium. In comparison to PUENTE Charter School, the performance for English Language Arts and Mathematics are medium. The English Learner Progress is very high.



Attendance

Principal Meza, shared PUENTE Charter continues to make sure students are present on a day-to-day basis. To overcome the recent challenges, team members continue to inform students and parents of the impact of missing.

Ms. Meza shared PUENTE Charter continues to look into attendance. In the first month of the academic school year, a few students did contract COVID-19. Families are becoming more cautious when sending their students to school. When guidance is provided via parent square a communication system for families, around COVID or health issues that are heard in the news. The Charter School receives an increase of phone calls and fewer students are present the following day.

CEO Jerome shared in the post pandemic period attendance is good, but would like to improve it by a couple percentage points. It's an ongoing conversation with families to build capacity and make school a priority.

Ms. Meza shared; PUENTE Charter School Vice Principal holds student success meetings that only focus on attendance. After three consecutive absences the Vice Principal will call the family to understand the absence. If the student continues to be absent and their absences are up to ten, they a meeting in person to create a plan. The plan will be generated together with the family to ensure PUENTE is supportive.

Suspension/ Expulsion

Ms. Meza shared the suspension and expulsion percentage remains zero.

Academic Program Plan

In the past teachers led the Arts- Music & Visual Arts component at PUENTE Charter. This academic year Ms. Meza shared PUENTE is working with Theatre of Hearts to provide visual arts for students.

Pupil Outcomes

Principal Meza shared data from the end of last academic year that included three different measures. PUENTE Charter School worked on the LCAP three years ago. Desired outcomes by the end of 2023-2024 for English Language Arts would be 45%. At the end of 22-23 the outcome was 43%. The desired outcome for Math by the end of 2023-2024 is 40%. At the end of last school year PUENTE was at 39%. Science is only a set test that only applies to fifth graders. Unfortunately, since last year was the first year PUENTE had a fifth-grade cohort.



Moving forward Ms. Meza will use the data from last academic school year as a base line to then be able to provide desired outcome percentages. The State of California reclassification rate for this school year is 15% and currently PUENTE is exceeding with 26%.

Community School (Implementation Grant Application)

CEO Jerome Greening, shared PUENTE was able to secure the planning grant for a Community School initiative. All systems are in place to submit the Implementation Grant Application. PUENTE currently meets all the needs for the four pillars of community schools.

Compliance Monitoring Form 2023-24

CEO Jerome Greening, shared every year PUENTE goes through a Compliance Monitoring Form. This form is very important as it reflects school operations systems in place. Currently PUENTE is compliance with all the needed deliverables for a safe school. Ms. Meza has done the initial check list and a follow up will be reviewed and for board approval at the Winter meeting.

CEO Jerome Greening shared PUENTE is part of the LAUSD board resolution. Information is available for the parent community electronically and paper copy an important transparency piece.

The Community School Planning Initiative

CEO Jerome Greening shared the action plan for the Community School grant. Using metrics PUENTE is monitoring progress. In Spring of 2024 PUENTE will know the outcome of the Community School Initiative.

VP of Finance and Administration, Angelica Castro, presented the Financial Report update to the board.

Staff Report

Financial

Report

As of June 30, 2023, the Charter School reported total revenue of \$5,627,019 and expenses of \$5,538,023 for a net surplus of \$88,996. Total actual revenue is \$582,278 in excess of the Total Annual Budget.

Line items to highlight are as follow:

- Personnel cost: Personnel cost was \$3,137,267 or approximately 56.6% of expense allocation. Total actuals were below budgeted amount by \$27,576.



- *Professional Services*: Professional services was \$502,314 or approximately 9.07% of expense allocation. It exceeded annual budgeted amount by approximately \$137,132. This was mainly due to the hiring of substitute teachers, after school program and custodial contractor. Furthermore, expenses related to after school program funded by ELOP and ESSER funds.
- *Special Ed Contract*: Special Ed Contract was \$453,001 or 8.18% of expense allocation and exceeded budgeted amount by approximately \$288,001. This was mainly due to the expanded health and wellness component that is a requirement from the CDE for ESSERS funding.
- *Special Ed Fair Share*: The Charter School is fiscally responsible for a partial payment of expense associated with Special Education Programs that the School District is responsible for and pays for out of its General Fund.
 - *Special Ed Fair Share* was \$201,277 or 3.63% expense allocation and exceeded annual budgeted amount by approximately \$19,169.
- *Food Service Contract*: Food Service Contract was \$206,793 or 3.73% expense allocation and exceeded annual budgeted amount by approximately \$71,793. This was mainly due to the expanded learning opportunity program funded by the CDE via ELOP grant.
- *Student Activities*: Student Activities expenses were \$47,108 or approximately .85% of expense allocation. It exceeded annual budgeted amount by approximately \$40,208. This is mainly due to the expanded health and wellness component. A requirement from the CDE for stimulus funding. For programs such as the summer school extended learning activities, arts & music, community garden project & afterschool running team activities.
- *Textbooks*: Textbook expenses were \$70,004 or approximately 1.26% of expense allocation. It exceeded annual budgeted amount by approximately \$51,279. This was mainly due to the purchase of additional Reading Wonders series of books for all students Grades K – 5 and the addition of the Amplify Science Elementary School series of books for Grades K-5. Additional CDE funding via ESSERS grant.
- *Staff Development*: Staff Development expenses were \$46,493 or approximately 0.84% of expense allocation and exceeded annual budgeted amount by approximately \$39,465. This was mainly due to the cost associated with the Community Training Workshop. In addition, the school is supporting the beginning teacher induction for teacher's credential program.
- *Advertising & Publicity*: Advertising & Publicity was \$33,627 or approximately 0.61% of expense allocation and exceeded annual budgeted amount by approximately \$20,892. This was mainly due to expenses related to the recruitment of new teachers and staff.



- Staff Development: Staff Development expenses were \$46,493 or approximately 0.84% of expense allocation and exceeded annual budgeted amount by approximately \$39,465. This was mainly due to the cost associated with the Community Training Workshop. In addition, the school is supporting the beginning teacher induction for teacher's credential program.
- Advertising & Publicity: Advertising & Publicity was \$33,627 or approximately 0.61% of expense allocation and exceeded annual budgeted amount by approximately \$20,892. This was mainly due to expenses related to the recruitment of new teachers and staff.

2. Statement of Financial Position

- Cash & cash equivalent: Cash balance was \$1,311,743. An increase of \$471,508 from June 30, 2022. This was mainly due to the following:
 - Accounts Receivable: Increase of accounts receivable of \$8,065.
 - Contributions Receivable: Decrease of contributions receivable of \$471,859.
 - Property Plan & Equipment: Net increase of PP&E of \$334,034
 - Deferred revenue: Deferred revenue was \$757,447. An increase of \$508,962 in advance payments.

Financial Key Indicators

Working Capital

- The Working Capital: PUENTE has \$978,276 available for current and future use.

Asset performance.

- Cash Ratio is \$1.73: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$1.73 of liquid cash.
- Quick Ratio \$2.29: Measures the ability to pay PUENTE's short-term liabilities by having assets that are readily convertible into cash. This means that the Charter School has capacity to pay off its current liabilities with the current assets and can easily fund its day-to-day operations. Here for every \$1 of current liability, the Charter School has \$2.29 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that the Center can pay with its current cash available. The Charter School has 2.8 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- Debt-to-equity Ratio: Debt-to-equity Ratio of \$0.415. This ratio indicates that most of PUENTE's assets and resources are provided by funding from the school district and not creditors or vendors. PUENTE Charter uses \$0.415 of debt financing for every \$1 of equity financing.



3. Statement of Cash Flow

The Charter School's cash increased by \$471,507. This increase was mainly due to the following:

- a. As the Statement of Activities reports equity earnings, the Statement of Cash Flow reports how much cash is coming from the equity earnings reported on the Statement of Activities. As such, on this statement we eliminate noncash items such as depreciation expense. (A non-cash item). As a non-cash item, change in depreciation of \$62,695 is added to the net surplus to reconcile the cash from operations.
- b. Accounts receivable increased by \$8,065. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$8,065 is subtracted from the net surplus.
- c. Contribution receivables decreased by \$471,859. Decreasing receivables means more cash through the increase in collections. Therefore, the \$471,859 is added to the net surplus.
- d. Deferred revenue increased by \$508,962. Increasing deferred revenue means that we are receiving advance funding for future programs. The increase results in an inflow of cash. The \$508,962 is added to the net surplus.
- e. Due to Other Programs to the Center decreased by \$218,216. Decreasing liabilities means that obligations are paid now rather than later. As such, the Charter School has less cash on hand, as the \$218,216 is subtracted from the net surplus.
- f. Property & Equipment increased by \$396,729. This was mainly due to the payments related to the purchase of laptops and desktop computers for our students and staff. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- g. The total increase in cash of \$471,507 is added to the beginning cash of \$840,236 resulting in ending cash balance of \$1,311,743

VP of Finance and Administration, Angelica Castro, shared PUENTE submitted the annual report to LAUSD on August 15, 2023 a preliminary report to PUENTE's financials.

Board Chair Chun Wong, commended the team for keeping the numbers very good and not going into the reserve.

FY23 Audit Update

Ms. Castro shared all information has been provided to auditors for sampling testing.

CEO Jerome Greening thanked Fabiola and Helena LAUSD representatives for attending the meeting.

Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 3:32 pm.

Submitted
Respectfully,
Isabel Ocampo



PUENTE Charter Board Meeting

December 6, 2023



PUENTE Charter Board Meeting

Presentation for Wednesday, December 6

State Local Control Funding Formula Priorities

1. **Teacher Qualifications**
2. **Access to Common Core State Standards**
3. **Promotion of Parent Involvement**
4. **Pupil Achievement**
5. **Student Attendance Rate**
6. **Suspension/Expulsion Rate**
7. **Academic Program Plan**
8. **Pupil Outcomes**

PUENTE Local Control and Accountability Plan

GOAL #1: Continue to implement a “whole child approach” through MTSS, addressing the academic, social-emotional, behavioral, and/or mental health needs of our students through standards-aligned culturally relevant learning.

GOAL #2: Continue to provide evidence-based professional learning opportunities for all educators, instructional support staff, and administrators to build capacity, support teacher retention, to address the diverse learning needs of our students.

GOAL #3: Engage educational partners to design and implement strategies to engage parents/families in our school community, and solicit input in decision-making that will impact student outcomes.

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2023-2024

School Name: PUENTE Charter School

Board President Name: Chun Wong

Charter Management Organization: _____

LAUSD Loc. Code: 2621

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 3, 2023 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 12, 2024 via Dropbox.

Note: Checklist boxes cannot be left unchecked for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2023-2024" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with Ed. Code § 47605(l) and other applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2023-2024 Board meetings calendar . See current	Accurate and updated school contact information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
<i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL).</i>	Board members and contact information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training as outlined in Ed. Code § 44691; Penal Code § 11165.7 c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-located Charter Schools only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-located charter school.	Participation in District and site level co-location meetings.			
	Review of Policy Bulletin-5532.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meeting with local district site principal for additional information and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD Master Plan for English Learners and Standard English Learners or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> Ralph M. Brown Act, Gov. Code §§ 54950, et seq. 	Board meeting agendas and minutes for the past 12 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
<ul style="list-style-type: none"> Political Reform Act of 1974, Gov. Code §§ 81000, et seq. California Public Records Act, Gov. Code § 7920.000, et seq. Conflicts of Interest, Gov. Code § 1090. See current FSDRL. 	Verification of compliant public posting of Board agendas, including on the school website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure (UCP) policies and procedures with appropriate corresponding forms	The governing board has reviewed the school's:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
and documents, readily available to stakeholders at the school site and on the school's website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	<ul style="list-style-type: none"> • UCP policies • UCP procedures • UCP forms 			
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The governing board oversees the development of and approves/adopts the educational partner engagement process, goals, actions, measurable outcomes, and expenditures in the school's Local Control Accountability Plan (LCAP) and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The charter school ensures compliance with the LAUSD's Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office. Ed. Code §§ 17280 to 17317.	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The charter school ensures that it is in compliance with all applicable state law regarding students experiencing homelessness and foster youth, including but not limited to the provisions of Ed. Code §§ 48850, 48853, 48853.5, 49069.5, 51225.1, 51225.2 and , as amended from time to time.	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school's designee and the partial credit policy, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of Ed. Code § 51224.7.	Documentation of the adoption of the charter school's established policy in compliance with Education Code section 51224.7, including the Board Meeting Agendas and Board Minutes.	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i>) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website.	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a Title IX complaint pursuant to Education Code section 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Education Code section 221.61.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 3, 2023		BOARD CERTIFICATION BY JANUARY 12, 2024
26. Charter school must comply with all Title IX federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 pertaining to statewide Universal Meals Program, whereby charter schools serving students in grades TK-12 provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state's annual teacher assignment monitoring via the California Statewide Assignment Accountability System (CalSAAS) and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	<p>Participation in the CalSAAS.</p> <p>Timely responses to the Monitoring Authority's questions/requests in the CalSAAS.</p> <p>Documentation of corrected misassignments.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



PUENTE Charter School
Interim Financial Statements
As of and for the period Ended September 30, 2023
with comparative financial information for September 30, 2023

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PUENTE Charter School
Statement of Activities
July 1 throug September 30, 2023
with Comparative YTD Budget

	ADA	271		271		283
		Actual 9/30/2023		YTD Budget 6/30/2023	Variance	Annual Budget 6/30/2023
Operating revenue						
LCFF - State Aid	\$	488,424	33.22%	\$ 575,156	\$ (86,732)	\$ 2,300,619
Prop 30 - Education Protection Account		201,357	13.69%	202,000	(643)	808,000
Other Fed Income		120,335	8.18%	47,795	72,540	191,177
Special Ed Current Yr		114,663	7.80%	68,672	45,991	274,685
State Lottery - Charter Prop 20		-	0.00%	3,367	(3,367)	13,468
Non-Prop Lottery Education Appointment		-	0.00%	12,116	(12,116)	48,467
Other State Revenue		200,148	13.61%	344,609	(144,461)	1,378,433
District pymt in lieu of Prop Tax		345,077	23.47%	234,994	110,083	939,975
Total operating revenue	\$	1,470,377		\$ 1,488,709	\$ (18,332)	\$ 5,954,824
Operating expenses and losses						
Salaries		670,102		661,395	8,707	3,057,561
Employee benefits		88,049		100,297	(12,248)	401,653
Taxes		50,334		57,168	(6,833)	244,687
Workers Compensation		11,807		13,690	(1,883)	54,760
Total personnel cost	\$	820,292	58.4%	\$ 832,549	\$ (12,257)	\$ 3,758,660
Building Lease		75,249	5.36%	75,250	(1)	301,000
Professional Services		150,194	10.69%	124,998	25,196	486,730
Special Ed Contract		24,487	1.74%	64,923	(40,436)	313,685
Special Ed Fair Share		70,460	5.02%	48,700	21,760	177,101
Food Service Contract		30,169	2.15%	27,857	2,311	174,000
Utilities		27,218	1.94%	18,769	8,449	75,075
Insurance		18,864	1.34%	19,453	(589)	68,217
Dues & Subscriptions		21,435	1.53%	20,679	755	48,091
Accounting		-	0.00%	5,020	(5,020)	43,420
Security		19,729	1.40%	14,603	5,126	56,329
Depreciation		19,117	1.36%	12,500	6,617	50,000
Equipment/Bldg & Repairs		6,112	0.44%	15,967	(9,855)	34,922
Supplies		7,032	0.50%	6,954	78	28,436
Students Activities		13,200	0.94%	6,500	6,700	30,000
Texbooks		20,976	1.49%	36,100	(15,124)	55,850
Maintenance supplies		8,807	0.63%	6,925	1,882	27,850
Telephone		6,159	0.44%	2,666	3,493	9,157
Staff Development		40,002	2.85%	37,328	2,674	42,824
Advertising & Publicity		7,632	0.54%	4,681	2,951	12,735
Education supplies		5,924	0.42%	4,076	1,848	18,822
Payroll Fees		1,862	0.13%	2,454	(591)	11,520
Printing and Reproduction		1,470	0.10%	3,900	(2,430)	16,380
Gifts		-	0.00%	-	-	3,750
Postage & delivery		1,230	0.09%	503	727	3,186
LACOE - Administravie Fees		625	0.04%	625	-	2,500
Furniture & equipment		682	0.05%	-	682	-
Equipment lease		1,856	0.13%	1,097	759	4,387
Meetings & Workshops		1,000	0.07%	1,350	(350)	6,975
Property Tax		-	0.00%	-	-	2,624
Travel		2,850	0.20%	2,000	850	5,000
Total Operating Expenses	\$	584,341		\$ 587,879	\$ (3,538)	\$ 2,132,566
Total Expenses	\$	1,404,633		\$ 1,420,428	\$ (15,795)	\$ 5,891,227
Operating revenue in excess of operating expenses		65,743		68,281	(2,538)	63,597
(Other items considered to be nonoperating)						
Interest income		-		-	-	-
Change in net assets	\$	65,743		\$ 68,281	\$ (2,538)	\$ 63,597
Non-cash items - Depreciation		19,117		12,500	6,617	50,000
	\$	84,861		\$ 80,782	\$ 4,080	\$ 113,598
Cost per Student	\$	5,183		\$ 5,241		\$ 20,817

PUENTE Charter School
Statement of Financial Position
As of September 30, 2023

ASSETS	Actual 09/30/2023	Actual 6/30/2023	Change \$
Current assets			
Cash (Charter School Savings)	\$ 640,828	\$ 1,305,939	\$ (665,112)
Cash (Capital Campaign)	5,807	5,803	4
Cash and cash equivalent	646,635	1,311,742	(665,108)
Accounts receivable, net	581,511	385,987	195,524
Due from other programs	219,063	37,994	181,069
Contributions receivable, net	-	0	-
Receivables (net)	800,574	423,981	376,593
Total Current Assets	1,447,209	1,735,723	(288,516)
Land, building and equipment			
Furniture, Fixtures & Equipment	501,308	464,250	37,057
Work in Process	758,223	538,172	220,051
Less: Depreciation	(171,209)	(153,501)	(17,708)
TOTAL ASSETS	\$ 2,535,531	\$ 2,584,645	\$ (49,116)
LIABILITIES AND NET ASSETS			
Current liabilities			
Deferred revenue	642,590	757,447	(114,858)
Due to other programs	-	-	-
Total Current Liabilities	642,590	757,447	(114,858)
Net assets			
Change in Net Assets	\$ 65,743	\$ 88,996	\$ (23,253)
With donor restriction	500,136	500,136	-
Without donor restriction	1,327,063	1,238,067	88,996
Total net assets	1,892,942	1,827,198	65,743
Total liabilities and net assets	\$ 2,535,531	\$ 2,584,645	\$ (49,116)
Matrix Analysis:	-		
Working Capital	\$ 804,619		
Cash Ratio:	1.01		
Quick Ratio:	2.25		
Burn Rate	\$ 468,211		
Months of Cash on Hand	1.4		
Debt-to-equity ratio	0.339		

PUENTE Charter School
Statement of Cash Flow
For the Month Ended September 30, 2023

	Actual 9/30/2023	Audited 6/30/2023
Cash flows from operating activities:		
Change in total net assets	\$ 65,743	\$ 88,996
Adjustments to reconcile in net assets to net cash (used in) provided by operating activities:		
Depreciation	17,708	62,695
Changes in operating assets and liabilities:		
Accounts receivable	(195,524)	(8,065)
Contributions receivable	-	471,859
Due from other program to the Charter	(181,069)	(37,994)
Deferred revenue	(114,858)	508,962
Due to other programs to the Center	-	(218,216)
Net cash provided by operating activities	(407,999)	868,238
Cash flows from investing activities:		
Purchase of property and equipment	(257,108)	(396,729)
Net cash used in investing activities	(257,109)	(396,729)
NET INCREASED IN CASH	(665,108)	471,507
CASH - BEGINNING	1,311,743	840,236
CASH - ENDING	\$ 646,635	\$ 1,311,743

PUENTE Charter School
Capital Expenditures
Work in Progress & Completion Percentage

Vendor	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-23	FY 2023-24	Total	% of Completion
Berliner Architects	109,403	27,002	-	1,874	15,673	153,953	10%
Brandow & Johnston	5,310	-	-	-	-	5,310	100%
BTC	756	-	-	-	-	756	100%
City of Los Angeles	25,437	34,530	-	-	-	59,967	100%
Craig Lawson & Co, LLC	32,508	33,842	-	-	-	66,350	100%
Department of Transportation	1,175	7,480	-	-	-	8,655	100%
GeoSystems Inc.	3,500	3,225	-	-	-	6,725	100%
Gibson Transportation	4,000	12,639	-	-	-	16,639	100%
Ter Molen Watkins	-	10,000	-	-	-	10,000	100%
Mata Construction				194,491	148,378	342,869	3%
Marx Okubo				31,000	56,000	87,000	2%
Grand Total	182,089	128,718	-	227,365	220,051	758,223	

MEMORANDUM

To: Finance Committee Members
From: Angelica Castro
Vice President of Finance, PUENTE Charter School
Date: December 4, 2023
Re: Summary of Financial Results as of September 30, 2023

The purpose of this memo is to summarize the financial results of PUENTE Charter School Unaudited Financial Statements as of September 30, 2023. Please find a copy of the following reports in this Committee Packet:

1. Statement of Activities for period ended September 30, 2023 with comparative YTD Budget.
2. Statement of Financial Position as of September 30, 2023.
3. Statement of Cash Flow as of September 30, 2023.

1. Statement of Activities Analysis:

As of September 30, 2023, the Charter School reported total revenue of \$1,470,377 and expenses of \$1,404,633 for a net surplus of \$65,743.

Line items to highlight are as follow:

- Personnel cost: Personnel cost was \$820,292 or approximately 58.4% of expense allocation. Total actuals were below budgeted amount by \$12,257
- Professional Services: Professional services was \$150,194 or approximately 10.69% of expense allocation. It exceeded annual year-to-date budgeted amount by approximately \$25,196. This was mainly due to the hiring of substitute teachers, after school program and custodial contractor. Furthermore, expenses related to after school program funded by ELOP and ESSER funds.
- Special Ed Contract: Special Ed Contract was \$24,487 a 1.74% of expense allocation. Special Ed expenses were below budgeted amount by approximately \$40,436. This was mainly due to timing and the hiring of Behavior Instructors to oversee the expanded health and wellness component require by the CDE for ESSERS funding.
- Special Ed Fair Share: The Charter School is fiscally responsible for a partial payment of expense associated with Special Education Programs that the School District is responsible for and pays for out of its General Fund.
 - Special Ed Fair Share was \$70,460 or 5.02% expense allocation. It exceeded our annual budgeted amount by approximately \$21,760.
- Security: Security expenses were \$19,729 a 1.4% of expense allocation. It exceeded YTD Budgeted amount by \$5,126. This was mainly due to the hiring of a new outside security vendor that required additional training hours during the first quarter.
- Staff Development: Staff Development expenses were \$40,002 a 2.85% of expense allocation. It slightly exceeded YTD budgeted amount by approximately \$2,674. This was mainly due to the cost associated with the Community Training Workshop. In addition, the school is supporting the beginning teacher induction for teacher's credential program. Such expenses are generated at the beginning of the school year.

2. Statement of Financial Position

- Cash & cash equivalent: Cash balance was \$646,635. A decrease of \$665,106 from June 30, 2023. This was mainly due to the following:
 - Accounts Receivable: Increase of accounts receivable of \$195,524.
 - Due from Other Programs: Increase of Due from Other Programs of \$181,069.
 - Property Plan & Equipment: Net increase of PP&E of \$257,108
 - Deferred revenue: Deferred revenue was \$642,590. A decrease of \$114,858 in advance payments.

Financial Key Indicators

Working Capital

- The Working Capital: PUENTE has \$804,619 available for current and future use.

Asset performance.

- Cash Ratio is \$1.01: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$1.01 of liquid cash.
- Quick Ratio \$2.25: Measures the ability to pay PUENTE short-term liabilities by having assets that are readily convertible into cash. This means that the Charter School has capacity to pay off its current liabilities with the current assets and can easily fund its day-to-day operations. Here for every \$1 of current liability, the Charter School has \$2.25 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that the Center can pay with its current cash available. The Charter School has 1.4 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- Debt-to-equity Ratio: Debt-to-equity Ratio of \$0.339. This ratio indicates that most of PUENTE's assets and resources are provided by funding from the school district and not creditors or vendors. PUENTE Charter uses \$0.339 of debt financing for every \$1 of equity financing.

3. Statement of Cash Flow

The Charter School's cash decreased by \$665,108. This decrease was mainly due to the following:

- a. As the Statement of Activities reports equity earnings, the Statement of Cash Flow reports how much cash is coming from the equity earnings reported on the Statement of Activities. As such, on this statement we eliminate noncash items such as depreciation expense. (A non-cash item). As a non-cash item, change in depreciation of \$17,708 is added to the net deficit to reconcile the cash from operations.
- b. Accounts receivable increased by \$195,524. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$195,524 is subtracted from the net surplus.
- c. Due from Other Programs increased by \$181,069. Increasing receivables means less inflow of cash through decrease in collections. As such, the Charter School has less cash on hand, as the \$181,069 is subtracted from the net surplus.
- d. Deferred revenue decreased by \$114,858. Decreasing deferred revenue means that a portion of this unearned revenue was recognized as earned resulting in a decrease in cash. The \$114,858 is subtracted from net surplus.

- e. Property & Equipment increased by \$257,108. This was mainly due to the payments related to the purchase of laptops and desktop computers for our students and staff. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- f. The total decrease in cash of \$665,108 is subtracted from the beginning cash of \$1,311,743 resulting in ending cash balance of \$646,635.